

## UNITED STATES BANKRUPTCY COURT, SDFL IMPORTANT INFORMATION FOR CHAPTER 13 DEBTORS

- ◆ You (both spouses if joint petition) must obtain counseling prior to filing bankruptcy unless an exception applies. You must file Exhibit D “*Individual Debtor’s Statement of Compliance with Credit Counseling Requirement*” with your petition. See Local Rule 1007-1(E).
- ◆ You must use this court’s current local plan form to file your plan. See Local Rule 3015-1(B).
- ◆ Within 30 days of **filing** your chapter 13 petition, you must begin making your plan payments to the chapter 13 trustee assigned to your case. (See address below). If you are not current with your payments at the meeting of creditors, your case will be dismissed without further notice or hearing. See Local Rule 3070-1.
- ◆ You must provide the trustee with a copy of your Federal income tax return as required by 11 U.S.C. §521(e) and Bankruptcy Rule 4002(b)(3) or your case may be dismissed. See Local Rules 1017-2(C) and 4002-1.
- ◆ All required schedules, statements, copies of payment advices [see 11 U.S.C. §521(a)(1)(b)(iv), Local Rule 1007-1(F) and Local Form “*Declaration Regarding Payment Advices*”] lists and your plan are due within 14 days of filing your petition (if you didn’t file them when you filed your petition). If you do not timely file these papers, your case will be dismissed without further notice or hearing.
- ◆ You (both spouses, if joint petition) must attend the meeting of creditors scheduled for your case or the case will be dismissed.
- ◆ You (both spouses, if joint petition) must present to the trustee at the meeting of creditors your original government issued photo ID and original (not a copy) proof of your Social Security or Taxpayer ID numbers.
- ◆ You (both spouses, if joint petition) must complete the required financial management course and file the Official Bankruptcy Form “*Debtor’s Certification of Completion of Postpetition Instructional Course Concerning Personal Financial Management*” and the Local Form “*Debtor’s Certificate of Compliance, Motion for Issuance of Discharge and Notice of Deadline to Object*” as required by Local Rule 4004-3(A)(8), before a discharge will be issued.
- ◆ If you are paying your filing fee in installments and fail to timely make a payment, your case will be dismissed without further notice. See Local Rule 1006-1(A)(4).
- ◆ See Local Rule 3070-1 for information on the status pre-confirmation payments.
- ◆ See Local Rule 3015-3(B) for information on the chapter 13 confirmation process.

**CHAPTER 13 DEBTORS AND ATTORNEYS ARE REQUIRED TO SIGN THIS COURT’S LOCAL FORM  
“RIGHTS AND RESPONSIBILITIES AGREEMENT”.**  
(SEE COURT GUIDELINES FOR CHAPTER 13 COMPENSATION and Local Rule 2016-1(B)(2))

### **CHAPTER 13 TRUSTEES’ CONTACT INFORMATION**

**DADE AND NORTH DADE DIVISION CODE 5 CASES: NANCY HERKERT, P.O. Box 279806, Miramar, FL 33027; Phone: (954) 443-4402; Web page <http://www.ch13herkert.com>. All chapter 13 plan payments must be mailed to a lock box at the following address: NANCY N. HERKERT, CHAPTER 13 TRUSTEE, P.O. BOX 2099, MEMPHIS, TN 38101-2099.**

**BROWARD AND PALM BEACH DIVISION CASES: ROBIN WEINER, P.O. Box 559007, Ft. Lauderdale, FL 33355-9007; Phone: (954) 382-2001; Web page <http://www.ch13weiner.com>. All chapter 13 plan payments must be mailed to a lock box at the following address: ROBIN R. WEINER, CHAPTER 13 TRUSTEE, P.O. BOX 2258, MEMPHIS, TN**